

# Workplace Alaska

## Class Specification Chaplain

**Created:**  
08/21/1997 by Rachel Wilson  
**Finalized on:**

**AKPAY Code:** P4250  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PF0310  
**Class Range:** 19  
**Class Status:** Active

**Category:** Professional  
**Original Date:** 09/11/1969

**Class Title:** Chaplain  
**Use MJR Form:** Standard

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**  
3/1/84 - Abolished  
10/9/84 - Re-established 06/01/1991 - MQs (TAH)  
05/02/2006 - MQ revision, with recommendation that DOC request salary review (SBrinkley)  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 21-2011 **Census:** 02

**Last Update Comments:**

### Definition:

Under general direction, provides for a program of religious services and pastoral ministry in State institutions.

### Distinguishing Characteristics:

### Examples of Duties:

Prepares, conducts or arranges for regular and special religious services; administers sacraments and other religious rites; prepares and delivers sermons; conducts or provides for religious instruction; provides spiritual counseling for residents, patients and their families on religious, moral, ethical or personal matters; participates in professional staff meetings for exchange of information or discussing the religious program and customs as they affect residents and patients; establishes and maintains community contacts with churches and ministers and other interested organizations; prepares and issues religious informational bulletins; submits budget requests for chapel and chaplains' offices; coordinates religious activities with treatment programs; performs related work as required.

### Knowledge, Skills and Abilities:

Knowledge of factors involved in development of behavior problems; methods and objectives of rehabilitation programs.

Ability to prepare and conduct religious services; establish rapport and counsel effectively; cooperate with other staff members and clergy.

### Minimum Qualifications:

Ordained as clergy from a nationally recognized religion or denomination with a chaplain endorsement by the denominational authority.  
AND

One year of supervised field training in pastoral care, social work, or counseling.  
AND

Six years of experience as an ordained minister, priest, or rabbi.

### Substitution:

A Bachelor's degree from an accredited college with a major in theology, religious studies or counseling will substitute for two years' experience as an ordained minister, priest, or rabbi.

OR

A Master's degree from an accredited seminary with a major in divinity, theology, religious studies or counseling will substitute for four years' experience as an ordained minister, priest, or rabbi.

### Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

### Special Note:

**Minimum Qualification Questions:**

Are you ordained as clergy from a nationally recognized religion or denomination with a chaplain endorsement by the denominational authority?

AND

Do you have one year of supervised field training in pastoral care, social work, or counseling?

AND

Do you have six years of experience as an ordained minister, priest, or rabbi?

**Or Substitution:**

Are you ordained as clergy from a nationally recognized religion or denomination with a chaplain endorsement by the denominational authority?

AND

Do you have one year of supervised field training in pastoral care, social work, or counseling?

AND

Do you have a Bachelor's degree from an accredited college with a major in theology, religious studies or counseling?

AND

Do you have four years of experience as an ordained minister, priest, or rabbi?

**Or Substitution:**

Are you ordained as clergy from a nationally recognized religion or denomination with a chaplain endorsement by the denominational authority?

AND

Do you have one year of supervised field training in pastoral care, social work, or counseling?

AND

Do you have a Master's degree from an accredited seminary with a major in divinity, theology, religious studies or counseling?

AND

Do you have two years of experience as an ordained minister, priest, or rabbi?